

## **City of Kankakee, Secretary – Clerk**

**Department:** Office of the City Clerk

**Location:** 304 S. Indiana Avenue, Kankakee, IL 60901

**Date Posted:** March 29, 2018

The City of Kankakee (pop. 26,000) is seeking a full-time departmental Clerk.

### **Job Summary:**

The City Clerk is the official keeper of the records for the City and is responsible for processing, storing and retrieving all official records of the City. The Clerk will be responsible for the daily operations within the City Clerk's office. The duties are directed and performed under the Supervision of the City Clerk are as follows:

- Issuance of licenses in accordance with the Municipal Code Book
- Issuance of business licenses
- Prepare and process all materials of the City Council meetings
- Prepare and process legal notices
- Prepare bid notices
- Front desk operations

### **Experience, Training and/or Education:**

*Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.*

- High School Diploma or Equivalent.
- Prior secretarial and/or clerical experience in a high-paced professional environment required.
- Demonstrated proficiency utilizing the MSOFFICE Suite
- Excellent Customer service skills

### **How to Apply/Application Deadline:**

Interested applicants should apply online with résumé, cover letter, and contact information for three professional references by April 20, 2018 to Carolyn A. Croswell/Director of Human Resources [ccroswell@citykankakee-il.gov](mailto:ccroswell@citykankakee-il.gov). The City of Kankakee is an equal opportunity employer. (EOE)